

BIOL 2020 FORMS - VIDEO TRANSCRIPT

Let me explain a couple of the forms I'm having you submit this semester.

If you go under "Materials," "Content," and under "Course Documents," you see there is the link for your course syllabus. But the two forms that I also want you to submit during this first week of the semester are the Academic Misconduct Agreement and the Student Weekly Schedule Form.

The Academic Misconduct Agreement: You need to open that up and print that out, and then read it, sign it, and then scan it, either with your phone or a scanner, and then upload that to the appropriate Dropbox.

The dropboxes can be accessed by hitting "Assessments," "Dropbox," and then here's the dropbox for the Academic Misconduct Form. This is also the drop box that I will upload scanned copies of your graded written exams. And so once you get that form printed out, signed, and scanned, then you will click "Add a file," click "Upload," navigate to where you have that form, and make sure you upload the signed copy, not the original copy. Click "Open" and then click "Add," and then it shouldn't take long to add that document there. Once that's there, then hit "Submit."

Now this serves two purposes. It serves the purpose that I know that you understand how you're supposed to conduct yourself in this course, and it also puts a file in this drop box so that I'm able to access your Dropbox and upload your graded exams.

The other form, if we go back to "Content" and "Course Documents" and scroll down, is the Student Weekly Schedule Form. Now, the instructions for this form are on the second page, but what you need to do is print this out, read through the instructions, and complete the form.

The main reason I'm having students do this this semester is that I'm going to try to schedule some synchronous chat sessions for exam reviews. And so I need to have an idea of when you're in class, when you're working, when you're taking care of kids, so that I can hopefully find a couple of times during the week before the first written exam in order to hold a chat session. So that's why I want you to fill this out, and again scan it (I just need the first page, not the instruction page), and upload that to the correct Dropbox. Make sure you upload it to the Weekly Schedule Form Dropbox. The procedure is the same.

If you have any questions, send me an email.